



## CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

**Department:** Human Resource Management  
**Subject:** Family & Medical Leave Act

**Policy Number:** 6-20  
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### I. INTRODUCTION

All full-time and part-time employees who have worked at least one year for Chesterfield County and have worked 1,250 hours for the county during the 12-month period preceding the commencement of leave are eligible for 12 workweeks of job-protected family and medical leave under the following circumstances:

- A. The employee's spouse, parent, son or daughter has a serious medical condition that requires the employee's care
- B. The birth of a son or daughter, or the placement of a son or daughter for adoption or placement of a foster child
- C. The employee's own serious medical condition

The Federal Family and Medical Leave Act (FMLA) of 1993 requires that all eligible employees are provided up to 12 weeks of protected FMLA leave annually for certain family and medical reasons. FMLA leave does not have to be paid leave. However, employees may, and in some cases will be required to, use their accumulated paid leave for FMLA purposes. The object of this policy is to explain to employees and supervisors when FMLA leave may be taken and how FMLA leave is calculated and accounted for, giving consideration to the leave benefits employees already receive.

### II. DEFINITIONS

- A. **Eligible Employee** – An employee who has been employed by the County of Chesterfield for at least 12 months (need not be consecutive months) and has worked for at least 1,250 hours during the 12-month period preceding the commencement of leave. Hours worked does not include paid or unpaid leave.
- B. **Health Care Provider** – A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or a podiatrist, dentist, clinical psychologist, optometrist or chiropractor authorized to practice in their state and performing within the scope of their practice as defined under state law; or nurse practitioners and nurse-midwives who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.
- C. **Immediate Family Member** – For purposes of this regulation means the child, spouse, or parent of the employee.
- D. **Parent** – The parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child. The term "parent" does not apply to an employee's "parents-in-law."
- E. **Serious Health Condition** – An illness, injury, impairment, or physical or mental condition that requires inpatient care or continuing treatment by a health care provider.
- F. **Spouse** – A husband or wife as defined or recognized under state law for purposes of marriage. This does not include domestic partners.

- G. **Son or Daughter** – A biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or be age 18 or older and incapable of self-care because of a mental or a physical disability.

### **III. GENERAL PROVISIONS**

- A. Eligible employees are granted 12 weeks of FMLA leave that coincides with a fixed 12-month “leave year.” The fixed 12-month “leave year” begins the first day of the pay period that is paid on the first January paycheck and ends on the last day of the pay period that is paid in the last December paycheck.
- B. Taking FMLA leave shall not result in the loss of any employment benefits accrued prior to the date leave commences, except paid leave taken as FMLA leave.
- C. In accordance with county Personnel Policy 5-4 and Administrative Procedure 6-1, Section II.B, accrued sick leave may be used if the employee is unable to work due to an illness or injury incapacitating the employee. If the employee is not incapacitated, he/she (except as indicated in these sections) must use annual leave, compensatory time, or leave without pay. The employee will not accrue vacation leave, sick leave, holiday leave or pay during any period of leave without pay.
- D. FMLA leave for the birth of a child will not be permitted on an intermittent basis. FMLA leave for the birth of a child must be taken in consecutive days.
- E. FMLA leave for a serious health condition will be granted on an intermittent basis, if medically necessary. Certification from the attending physician documenting the necessity for intermittent leave will be required. Recertification is required, at a minimum, every 12 months.
- F. Current health and dental care coverage will be maintained for the duration of time the employee is out on FMLA leave, with the county paying both the employee and county portions when the employee is on FMLA leave without pay. The employee’s portion of the premium payments will be collected on a pre-tax basis upon the return of the employee from FMLA leave. This will be accomplished by making multiple health care premium deductions per pay period (not to exceed 3). If an employee fails to return to work in their original or equivalent full time position after the employee’s FMLA leave entitlement has expired (unless for medical disability), the employee must reimburse the county for all of the health benefit premiums the county paid (both the county’s and the employee’s share) during the period of unpaid FMLA leave.
- G. An employee’s accumulated sick leave is counted toward the 12 weeks he is entitled to under the Family and Medical Leave Act for their own serious health condition. Therefore, employees must use their accumulated sick leave for their own serious medical condition before taking unpaid FMLA leave. Employees may use their annual leave or floating holidays for FMLA leave purposes, but they are not required to do so. If they do, that leave is also counted toward the 12-week FMLA entitlement. The employee may also request to use their compensatory time, but compensatory time cannot be counted toward the 12-week FMLA entitlement.
- H. In cases where both spouses work for the county, leave for the birth or adoption of a child is limited to 12 weeks combined.
- I. Life insurance, optional life insurance, and long-term disability benefits will be maintained by the county while the employee is on FMLA leave without pay. The employee’s portion of the premium payments will be collected upon the return of the employee from FMLA leave. If an employee fails to return to work after the employee’s FMLA leave entitlement has expired, the employee must reimburse the county for all premiums the county paid (employee and employer’s portions) during the period of unpaid FMLA leave. Flex-med will

be collected upon the employee's return to work. Contributions toward VRS are discontinued when an employee is on FMLA leave without pay.

- J. Merit dates and leave accrual dates for employees on FMLA leave will not change during their absence.
- K. An employee who is on workers' compensation for more than two weeks (80 hours) shall be informed in writing by their department director/office administrator or designee that their workers' compensation absence will be counted against the employee's FMLA leave entitlement. An employee who is receiving workers' compensation benefits while on FMLA leave may not be forced to return to work in a light duty assignment prior to the expiration of the FMLA leave entitlement. However, if the employee refuses to accept the light duty assignment, workers' compensation benefits will be suspended.
- L. An employee who takes FMLA leave shall be entitled, on return from such leave, to be restored to the same job classification of employment held by the employee when the leave commenced; or to be restored to an equivalent job classification with equivalent employment benefits, pay, and other terms and conditions of employment.
- M. Once an employee has exhausted FMLA leave and cannot return to work, the county can terminate employment even if the employee has a remaining accrued leave balance.

#### **IV. PROCEDURE—EMPLOYEE REQUESTING FMLA LEAVE**

- A. When an employee requests FMLA leave, the department director/office administrator or designee shall provide the employee with the FMLA Leave Packet, which includes the FMLA Notice to Employees, the Certification of Health Care Provider form, the Request/Designation and Place on FMLA form and the Remove From form. These forms are available on the Human Resource Management (HRM) Intranet site or from the HRM department. The following information should also be obtained:
  - 1. Determine the employee's eligibility. Did the employee work for the county at least 12 months (not necessarily consecutive) as of the date leave will begin? Did the employee work at least 1,250 hours during the 12 months immediately preceding the commencement of leave?
  - 2. Determine the estimated start date for the leave. Has the employee given at least 30 calendar days notice? If not, was 30 days notice practical? If so, the department director or designee may delay the starting date to 30 calendar days from the request. The decision to delay the beginning date must be made in writing and be made a part of the employee's personnel file.
  - 3. Determine the type of leave requested. Does the employee want to take intermittent leave? Remember that granting intermittent leave for the birth, adoption, or foster care placement of a child is not permitted. However, when intermittent leave is for a serious health condition, the department head or designee must grant it.
  - 4. Determine the anticipated duration of leave. Remember, a total of 12 workweeks within the fixed 12-month "leave year" is the maximum that is permitted. Requests for leave beyond the stated maximum would be subject to approval under other applicable leave policies.
  - 5. Check the employee's leave balance. How much sick, annual, floating holidays and compensatory leave does the employee have? For the employee's own serious health condition, the employee must exhaust all sick leave before going on annual leave, floating holiday or leave without pay.
  - 6. Is the employee's spouse also an employee of the county? Remember that for new children a maximum 12 workweeks combined is allowed between both the employees.

- B. The employee must arrange for a health care provider to complete and return the Certification of Health Care Provider form to the department director/office administrator. When possible, the employee will provide the medical certification before leave begins. When this is not possible, the employee will provide certification within 15 calendar days of the request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. Health Care Provider Certification forms must be kept in a separate confidential file and be treated as confidential medical records.
- C. The department director/office administrator or designee must forward a completed copy of the Request/Designation and Place on FMLA form to the employee approving or denying the leave request. If the request is denied, the director must notify the employee in writing, outlining the reasons for the denial.
- D. The Request/Designation and Place on FMLA form shall be forwarded to HRM when the employee will remain in paid status while on FMLA leave (i.e., sick or annual leave or floating holiday). In cases where an employee will be placed on FMLA leave without pay, the employee's Personnel Action Form shall be forwarded to Human Resource Management (HRM).
- E. When an employee who has been out on FMLA leave for his or her own serious health condition is ready to return to work, the employee may be required to present a statement from his or her health care provider certifying that the employee is medically able to return to work.
- F. Whenever a request for FMLA leave is denied, the denial and the reasons there for must be made in writing and a copy sent to the employee and placed in the employee's central personnel file.
- G. Any denial of FMLA leave may be reviewed by the Director of HRM at the employee's request. The decision of the Director of HRM or designee shall be final and binding to all parties.

## **V. PROCEDURE—EMPLOYER DESIGNATION OF FMLA LEAVE**

- A. An employee's leave may qualify as FMLA leave, and may be designated by the employer as FMLA leave, even when an employee does not specifically request FMLA leave. Therefore, extended periods of sick leave (80 hours or greater) shall be designated and counted toward the 12-week entitlement. Shorter periods of leave that qualify may be designated at the discretion of the department director/office administrator. Properly accounting for FMLA leave gives employers a way to insure reasonable leave is taken. An employee who is out on extended sick leave, for example, may come back to work and immediately ask for leave under the FMLA to care for a seriously ill relative. If the sick leave has not been designated as FMLA leave, the employee may also be entitled to a full 12 weeks of FMLA leave.
- B. The department director/office administrator or designee must inform the employee that leave will be designated as FMLA leave, at least orally, within two business days after learning the leave qualifies as FMLA leave. Written notice of the designation must follow no later than the next payroll period. This can be done in the form of a memo or by having the employee complete the Request/Designation and Place on FMLA form and forwarding a copy of the approved form back to the employee.
- C. The Request/Designation and Place on FMLA form shall be forwarded to HRM when the employee will remain in paid status while on FMLA leave (i.e., sick or annual leave or floating holiday). In cases where an employee will be placed on FMLA leave without pay, the employee's Personnel Action Form shall be forwarded to HRM.
- D. In most cases, leave cannot be counted as FMLA leave retroactively. One exception is if the supervisor was not aware of the reason for the leave. In this case, leave may be designated as

FMLA leave retroactively, only while the leave is in progress or within two business days of the employee's return to work.